

HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

- INTERIM GUIDELINES -

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HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

1. INTRODUCTION

The Highway Safety Improvement Program (HSIP), codified as Section 148 of Title 23, United States Code (23 U.S.C. §148) was elevated to a core program as a result of the passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The Hazard Elimination Safety (HES) Program, codified as 23 U.S.C. §152, was removed from statute. SAFETEA-LU allows states to continue funding projects that were eligible under 23 U.S.C. §152 during the transition period.

These 'interim' HSIP Guidelines will be used for soliciting projects for the 2006/2007 and 2007/2008 federal fiscal years. The next version of the HSIP Guidelines will be developed after California's Strategic Highway Safety Implementation Plan (SHSIP) has been completed. The SHSIP is expected to be completed and approved during the Summer of 2007. The revised HSIP Guidelines will reflect the goals and directions contained in the SHSIP.

2. ELIGIBLE APPLICANTS

The applicant for HSIP funds is the agency that assumes responsibility and accountability for the use and expenditure of federal-aid highway funds. The applicant must be a city or a county within the State of California. Exceptions to this requirement will be reviewed on a case by case basis.

3. PROJECT ELIGIBILITY

For a project to be eligible for HSIP funding, a specific safety problem must be identified for correction and the project must correct or substantially improve the condition.

HSIP funds are available for expenditure on 1) any local agency public road, 2) any local agency public surface transportation facility, 3) any local agency publicly-owned bicycle or pedestrian pathway or trail, or 4) any traffic calming measure on a local agency public road.

The installation of barrier rail and guardrail on a structure, or its approaches, is eligible for HSIP funding.

Caltrans-initiated safety projects on a state highway that require financial participation by a local agency are eligible for funding. Typically, these types of projects involve new or upgraded traffic signals at an intersection. The number of intersection legs owned by each agency determines the cost-sharing ratio. For example, if a traffic signal is proposed at a 4-legged intersection, 2 legs being a state highway and 2 legs being a local road, the project cost sharing ratio for each agency would be 50 percent.

4. PROJECT CATEGORIES

The two HSIP funding categories are "Safety Index" and "Work Type." Work Type projects receive approximately 75 percent of the available HSIP funds. Safety Index

projects receive the remaining funds, approximately 25 percent.

SAFETY INDEX PROJECTS

Projects may qualify for HSIP funding based on a calculated Safety Index (SI). If the applicant wishes to compete for funds under the SI category, additional data will be required as noted on the Application Form, Exhibit 9-B. Caltrans Headquarters staff will calculate the SI for all applications competing under this category.

There are some work type categories that are ineligible for SI funding due to the lack of accident reduction factors and life cycles. They include:

- Emergency vehicle priority systems
- Bicycle and pedestrian improvements
- Public transportation facilities
- Traffic calming
- Red light running detection systems
- In-pavement lighted crosswalks

Projects will be prioritized, statewide, by the Safety Index. If a SI project fails to get funded under the SI category, it will automatically be moved into the Work Type category and re-compete for funding with other Work Type projects.

WORK TYPE IMPROVEMENT PROJECTS

The Work Type category is used to fund projects that cannot be quantified by a SI due to the lack of data. Projects providing evidence of some accident history or accident potential will compete better than projects that do not.

Work Type improvements have been categorized by the Federal Highway Administration (FHWA). The following are the current eligible work type categories:

- | | |
|---|--|
| 1. Roadway illumination | 13. Groove pavement for skid treatment |
| 2. Relocated or breakaway utility poles | 14. Traffic channelization |
| 3. Traffic signs | 15. Pavement markings and delineation |
| 4. Upgrade median barrier | 16. Widen or improve shoulder |
| 5. Remove obstacles | 17. Flatten side slopes |
| 6. New traffic signals | 18. Realign roadway |
| 7. New median barrier | 19. Overlay for skid treatment |
| 8. New or upgraded guardrail | 20. Emergency vehicle priority systems |
| 9. Impact attenuators | 21. Bicycle/Pedestrian improvements |
| 10. Upgrade traffic signals | 22. Public transportation facility |
| 11. Sight distance improvement | 23. Traffic calming |
| 12. Median for traffic separation | 24. Red light running detection system |
| | 25. In-pavement crosswalk lights |

Some of the Work Type categories are broad in nature. Consult with the District Local Assistance Engineer (DLAE) for clarification or questions on project categories and/or eligibility.

5. FUNDING

The amount of federal-aid highway safety funds available for the local HSIP program in

the 2006/2007 Federal Fiscal Year is approximately \$27 million. 75% will be targeted for Work Type projects and 25% will go toward Safety Index projects.

Eligible project costs that the local agency is entitled to federal reimbursement include:

- Preliminary engineering
 - Environmental studies (NEPA Clearance required)
 - Preparation of Plans, Specifications and Estimates (PS&E)
- Right of Way
 - Engineering
 - Appraisal and Acquisition
 - Utilities
- Construction
 - Construction Engineering
 - Construction

The maximum federal reimbursement ratio for any HSIP project will be 90 percent and the maximum federal reimbursement amount for any project will be \$900,000. Projects that exceed \$1,000,000 in total costs will be eligible for funding, but the maximum federal reimbursement will remain at \$900,000. The actual project reimbursement ratio will be determined when the “Authorization to Proceed” is approved. Requests for additional federal funds that exceed the original amount shown in the agency’s application will not be granted except in unusual circumstances and subject to the availability of funds.

HSIP candidate projects submitted by a local agency that identifies financial participation by Caltrans must include a letter of support from Caltrans indicating that both agencies have identified a safety need and both agencies agree to share in the costs of the project. The financial and project administration responsibilities of each agency will be detailed in a future cooperative agreement. The HSIP Application Form should contain a reasonable estimate of all cost-sharing ratios and amounts.

6. AGENCY APPLICATION

The “Application Form for Highway Safety Improvement Program Funds,” Exhibit A, must be completed in its entirety and accompany all application submittals. Instructions for completing the form are shown in Exhibit B. Note: Some data fields do not require an entry for a Work Type project, but are required for a Safety Index project.

The local agency should consult with the DLAE on planned and/or programmed state highway safety projects that will require financial participation by a local agency. If Caltrans will be delivering a safety project that requires financial participation by a local agency, then the local agency must submit a HSIP application for the project in order for it to be eligible for federal reimbursement of its share of project costs. Submittal of a project application does not guarantee that the project will be approved for funding; however, Caltrans will make every effort to fund these types of cooperative projects. In the HSIP application, the local agency should only include cost estimates for the local agency’s share.

A local agency must submit candidate projects to its respective Caltrans District Office, directed to the attention of the DLAE, by the designated deadline. An original

application, plus two copies, is required. Any maps, schematics, drawings, figures, or photographs that are attached to the application should be made on 8-1/2 x 11-inch paper.

Candidate projects must include cost estimates for all phases of the project.

Candidate projects must include estimated dates when various project milestones will be completed.

Safety Index projects must contain supportive documentation on accident histories. Work Type projects should contain some information on accident histories or a description of the potential for accidents. Collision diagrams should be submitted when available. Photographs to better illustrate the problem are encouraged.

Schematic drawings or plans showing the general nature and location of the proposed improvements should be submitted for all projects.

A local agency submitting two or more candidate projects must prioritize them without regard to their Safety Index or Work Type categorization.

7. APPLICATION REVIEW AND PROJECT SELECTION PROCESS

Projects competing for funding under the Safety Index category will be prioritized in descending order, statewide, by the calculated SI. Caltrans Headquarters Division of Local Assistance (DLA) staff will calculate the Safety Index for all projects competing under the SI category. SI projects that fail to receive funding under the SI category will re-compete for funding under the Work Type category.

Work Type category projects will be rated on the following list of factors:

- Identification and demonstration of needs
- Potential for proposed improvements to correct or improve the problem
- Potential for timely implementation of the project

Projects that can be designed and advertised for construction prior to Oct. 1, 2007 will be given high priority.

The District Local Assistance Engineer may establish a District Review Committee to prioritize and rank all Work Type projects. The composition of this committee may vary from district to district. It may be comprised, in various combinations, of representatives from Caltrans, FHWA, local governmental agencies, state or local law enforcement officials, and community based organizations.

The DLAE will submit a prioritized list of Work Type projects to HQ DLA.

Staff from HQ DLA will review and rank all projects on a statewide basis and post an approved list of projects on [the HSIP website www.dot.ca.gov/hq/LocalPrograms/hsip.htm](http://www.dot.ca.gov/hq/LocalPrograms/hsip.htm).

The DLAE will inform all applicants of the results.

8. PROJECT IMPLEMENTATION

Caltrans Headquarters DLA will send the Metropolitan Planning Organizations (MPOs) the list of projects approved for funding and will request the MPO to amend their Federal

Transportation Improvement Program (FTIP) and program the projects under the Lump Sum-Safety Project. Caltrans, acting as the MPO for the rural Regional Transportation Planning Agencies (RTPA), will amend the Federal Statewide Transportation Improvement Program (FSTIP) accordingly. Projects cannot proceed with any phase of implementation unless the projects are included in the approved FSTIP.

Once programmed into the FSTIP, projects must be processed and implemented in accordance with the federal procedures contained in the Local Assistance Procedures Manual (LAPM).

Federal funds are considered obligated to each project phase when the FHWA approves the "Request for Authorization". See Chapter 3, "Project Authorization" of the LAPM.

Projects cannot proceed with any phase of reimbursable work (Preliminary Engineering, Right of Way, or Construction) until the DLAE provides the local agency with the written "Authorization to Proceed" for each project phase.

All costs associated with any phase of work performed prior to receiving written "Authorization to Proceed" from Caltrans will not be eligible for reimbursement.

9. DESIGN STANDARDS

Chapter 11, "Design Standards" of the LAPM describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the geometric, drainage, and structural design of local assistance projects. The chapter also describes design exception approval procedures. These standards and procedures shall be used for all HSIP projects on the local road system.

If a project contains a bikeway component, it shall be designed in accordance with the Caltrans *Highway Design Manual* and the California Manual on Uniform Traffic Control Devices. Exceptions to using these standards will be handled in accordance with the exception approval process described in the appropriate manual.

All projects will be subject to meeting the requirements of the Americans with Disabilities Act of 1990 (ADA). For more information on ADA compliance, please refer to Chapter 11, "Design Standards," of the LAPM, or go to the DLA website at: http://www.dot.ca.gov/hq/LocalPrograms/DBE_CRLC/DBE_CRLC.html#ADA

All projects must upgrade nonstandard safety features to the appropriate standard when those features are within the scope and work area of the project. Requests for exceptions to this requirement will follow appropriate procedures.

A local agency that proposes to install an experimental traffic control device on a public roadway shall follow the process prescribed in Section 1A.10 of the California Manual on Uniform Traffic Control Devices (MUTCD). The California MUTCD is available at the following web link: <http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/>. The local agency shall also comply with the experimental process of the California Traffic Control Devices Committee. For more information on that process, go to: <http://www.dot.ca.gov/hq/traffops/signtech/newtech/others/guidelines-exp.pdf>

10. DEADLINES

It is the intent of the HSIP that federal funds be expended on safety projects that can be designed and constructed expeditiously. Projects should not require the acquisition of significant rights of way, nor should they require extensive environmental review and mitigation.

A local agency that fails to secure the obligation of federal funds for the construction phase of the project prior to August 31, 2007 must request a time extension. The time extension request must be received by the DLAE by Sept. 14, 2007. If the DLAE does not approve the time extension, the project will be dropped from the program. If the DLAE approves the time extension, the local agency must secure the obligation of federal funds for the construction phase of the project during FFY 2007/2008 or risk having the project dropped from the program. In rare cases, a project may be given a second time extension with the approval from Headquarters DLA.

11. STATUS REPORTS

Local agencies are required to provide an update of project schedules and costs on July 1 of each year for all projects that have not received "Authorization to Proceed" with the construction phase of the project. A local agency that fails to provide this annual update may have their project dropped from the program. The report should be mailed or e-mailed to the appropriate DLAE. A sample "Project Status Report" is included as Exhibit C in this chapter, and can be downloaded from the HSIP website www.dot.ca.gov/hq/LocalPrograms/hsip.htm.

12. PROJECT EVALUATIONS

Federal directives require that improvements constructed with federal safety funds be evaluated after the project is completed. Applicants that receive funding for a project may be asked to collect and submit data to Caltrans. Typically, two years of "before" data and two years of "after" data are sufficient for analysis. Positive safety benefits documented on constructed projects will help justify continued funding at or above current funding levels.

13. FEDERAL PROGRAM CODES AND PROJECT PREFIXES

The federal program code for the Highway Safety Improvement Program is LS30.

The project prefix to be used with HSIP projects is HSIPL.

For additional information on program codes and project prefixes, see Exhibit 3-M of the LAPM.

14. REFERENCES

Title 23, United States Code, Section 148
California Streets and Highways Code, Sections 2330-2334
Caltrans Local Assistance Program Guidelines (LAPG)
Caltrans Local Assistance Procedures Manual (LAPM)
Caltrans Highway Design Manual
California Manual on Uniform Traffic Control Devices

**APPLICATION FORM
FOR HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) FUNDS**

Applicants seeking High Safety Improvement Program (HSIP) funds must use this form. Failure to provide information that is required or to prepare the application in accordance with general formatting instructions may result in your application being disqualified. See Exhibit B "Application Form Instructions for HSIP Funds" for assistance in completing this form.

This entire Application Form must be submitted, including this introductory page. Applicants should download the Application Form from the Division of Local Assistance HSIP website www.dot.ca.gov/hq/LocalPrograms/hsip.htm.

Limit the application to eight (8) pages plus attachments. Do not provide brochures and samples of materials unless they are directly related to a response.

Note: All yellow fields are required (after data is entered, the background will change to white).

Agency:

Date

Total number of application being submitted by your agency:

Rank of this project (Note: Each project application must have a different rank):

Name of Contact Person:

Telephone:

Email:

Caltrans District:

MPO/RTPA:

Project Location:

Description of Proposed Improvement(s):

(Continue below if additional space is needed)

Type(s) of Improvement(s):

First, select from:

Then, click to add to the below list.

Selected Types (minimum 1, maximum 3) (type if not in the list)

<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="button" value="Remove"/>

Intersection or Road Section (Select one. If it is a road section, indicate section length.):

☐ Intersection

☐ Road Section Section Length (Miles):

Speed Limit (mph):

Number of Lanes:

Functional Classification (select one):

Visit <http://web1.dot.ca.gov/hq/hpms/Page1.php> to verify functional classification.

Average Daily Traffic (ADT) (Current, all directions) (required for Safety Index Project):

Traffic Collision Information (required for Safety Index Project):

Time Period	<input type="text"/> to <input type="text"/>		
Collision Type	Fatal	Injury	Property Damage Only (PDO)
Number of Collisions	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Cost Estimate

Complete the following "Project Costs Estimate" section. Include only those costs that are being requested for this project. For the three (3) primary headings, identify the Federal Fiscal Year in which funds should be programmed.

PROJECT COST ESTIMATE: (REQUIRED)

		Federal Fiscal Year
Preliminary Engineering		<input type="text"/>
Environmental.....	<input type="text"/>	
PS&E.....	<input type="text"/>	
Right of Way.....		<input type="text"/>
Engineering.....	<input type="text"/>	
Acquisition.....	<input type="text"/>	
Construction.....		<input type="text"/>
Construction Engineering.....	<input type="text"/>	
Construction.....	<input type="text"/>	
Subtotal.....	<input type="text"/>	
Contingency.... (10% of Subtotal; max)	<input type="text"/>	
Total Project Cost.....	<input type="text"/>	
Federal Funds Requested.....	<input type="text"/>	

The following parts of this Application Form request specific project-related information. Sections 1 and 2 request the applicant to provide a narration related to a specific topic. If pictures, maps, exhibits, data, diagrams, etc., are submitted in response to questions or statements in the application, they must be attached to the application.

1. IDENTIFICATION AND DEMONSTRATION OF NEED

This section requires the applicant to demonstrate the need for the project. Using the following questions and statements as a guide, provide a detailed narrative description of the problem.

Provide some background information about the problem. How was the problem identified? How long has the problem existed? Describe the primary cause(s) of the collisions that have occurred at the location. Given that other problems may exist within the applicant's jurisdiction, explain why this problem was chosen for improvement. Use whatever collision data, traffic data, community surveys, reports, plans, and other environmental conditions that may apply.

If available, provide photographs to illustrate the problem or deficiency. Include these photographs as attachments.

(Continue below if additional space is needed)

2. POTENTIAL FOR PROPOSED IMPROVEMENT TO CORRECT OR IMPROVE THE PROBLEM

This section requires the applicant to describe how the proposed solution will improve the safety of the public. The applicant must clearly demonstrate the connection between the problem and the proposed solution.

Describe how the proposed project corrects, or improves the traffic safety at or near the project site.

(Continue below if additional space is needed)

Describe options or alternatives that were considered.

(Continue below if additional space is needed)

3. IMPLEMENTATION SCHEDULE

Applicants must estimate dates for the following milestones:

Request Authorization to Proceed with Preliminary Engineering	<input type="text"/>
Obtain Environmental Clearance (NEPA).....	<input type="text"/>
Request Authorization to Proceed with Right of Way (if applicable).....	<input type="text"/>
Obtain Right of Way Clearance.....	<input type="text"/>
Request Authorization to Proceed with Construction... ..	<input type="text"/>
Complete Construction of Project.....	<input type="text"/>

4. APPLICATION SIGNATURES

An agency official representing the applicant must sign the application. The undersigned affirms that the statements contained in the application package are true and complete to the best of the applicant's knowledge. The undersigned also affirms that the applicant's agency owns, operates and maintains the facility upon which the proposed improvements will be constructed. If portions of the improvements extend into areas where the applicant has no jurisdictional authority, a notation must be made that officials representing the affected local agencies support the project. In the notation, provide names and telephone numbers of whom to contact for corroboration. Only one agency official needs to sign the application. "Agency Official" means Director, Assistant Director, Executive Director, Assistant Executive Director, or their respective designated administrators, engineers, or planners.

Agency Official:
Name

Signature

Title:

Phone Number:

E-mail:
(If available)

Notation: (If applicable)

Distribution: Original & two copies – DLAE

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Exhibit B APPLICATION FORM INSTRUCTIONS FOR HSIP FUNDS

For projects that involve multiple locations, a separate form must be submitted for each spot location.

For projects that involve roadway segments that exceed 1 mile in length, a single application may be submitted if the Average Daily Traffic throughout the project's limits does not vary by more than 20%.

The application form contains the following fields:

Agency: Provide the name of your agency

Date: Indicate the Application Date

Total number of applications being submitted by your agency: Provide the total number of applications being submitted by your agency for HSIP Funds, including this application.

Rank of this project: Rank of this project among all the applications submitted by your agency. "1" means the highest priority. Each project application must have a different rank.

Name of Contact Person: Name of the contact person for this application.

Telephone: Telephone number of the contact person.

Email: Email address of the contact person.

Caltrans District: From the drop-down list, select the Caltrans District (1 to 12) where the proposed project will be constructed. Select "Other" if not applicable.

MPO/RTPA: From the drop-down list, select the MPO/RTPA (Metropolitan Planning Organization/Regional Transportation Planning Agency) that will be involved with the programming of the project in the FTIP. Select "Other" if not applicable. The following 18 MPOs/RTPAs are available from the drop-down list:

AMBAG: Association of Monterey Bay Area Governments
BCAG: Butte County Association of Governments
COFCG: Council of Fresno County Governments
KCAG: Kings County Association of Governments
KCOG: Kern Council of Governments
MCAG: Merced County Association of Governments
MCTC: Madera County Transportation Commission
MTC: Metropolitan Transportation Commission
SACOG: Sacramento Area Council of Governments
SANDAG: San Diego Association of Governments
SJCOG: San Joaquin Council of Governments
SLOCOG: San Luis Obispo Council of Governments
SBCAG: Santa Barbara County Area of Governments
SCRTPA: Shasta County Regional Transportation Planning Agency
SCAG: Southern California Association of Governments
STANCOG: Stanislaus Council of Governments
TCAG: Tulare County Association of Governments
TMPO: Tahoe Metropolitan Planning Organization

Project Location: Provide road name or geographical references to project location.

Description of Proposed Improvement(s): Describe the proposed improvements.

Type(s) of Improvement(s): List type(s) of improvement(s) proposed. Select from the predefined list (see below), and then click “Add.” Usually only one (1) item needs to be selected. If multiple items apply, a maximum of three (3) items can be selected.

Type of Improvements

1. Roadway Illumination (where no lighting exists)
2. Relocation or Breakaway Utility Poles
3. Traffic Signs (General)
4. Curve Warning Arrows
5. Advance Curve Warning with Advisory Speed
6. 4-Way Stop
7. Upgrade with Breakaway Supports
8. Upgrade Median Barrier (includes new median barrier)
9. Remove Obstacles
10. New Traffic Signals
11. Upgrade Guardrail (include new guardrail)
12. Impact Attenuators
13. Upgrade Traffic Signals (includes interconnection)
14. Sight Distance Improvement
15. Construct Raised Median for Traffic Separation
16. Groove Pavement for Skid Treatment
17. Turning Lanes (except for new left-turn lane) and Traffic Channelization
18. New left-turn lane at signalized intersection (with no left-turn phase)
19. New left-turn lane at signalized intersection (with left-turn phase)
20. New left-turn lane at nonsignalized intersection
21. Two-way left-turn lane
22. Pavement Markings and Delineation
23. Widen or Improve Shoulder
24. Flatten Side Slopes
25. Realign Roadway
26. Overlay for Skid Treatment
27. Reconstruction (combinations & miscellaneous)
28. Emergency Vehicle Priority Systems
29. Bicycle/Pedestrian Improvements
30. Public Transportation Facility
31. Traffic Calming
32. Red Light Running Detection System
33. In-pavement Crosswalk Lights
34. Other

Item 28, 29, 30, 31, 32 and 33 are eligible improvements for Work Type projects, but not for Safety Index projects.

Intersection or Road Section: Check the appropriate description. If it is for a road section, indicate the length of the road section in miles.

Speed Limit (mph): Indicate the speed limit.

Number of Lanes: Indicate the total number of travel lanes of the road (both directions). Do not include left-turn lanes, right-turn lanes or two-way turn lanes. If it is an intersection, use the average number of lanes of the roads approaching the intersection. If 2 approaches have 2 lanes each, and 2 other approaches have 1 lane each, the average number of lanes is 1.5.

Functional Classification: Select one from the following twelve categories:

- 01-Rural Principal Arterial Interstate
- 02-Rural Other Principal Arterial
- 06-Rural Minor Arterial
- 07-Rural Major Collector
- 08-Rural Minor Collector
- 09-Rural Local
- 11-Urban Principal Arterial Interstate
- 12-Urban Principal Arterial - Other Fwys or Expwys
- 14-Urban Other Principal Arterial
- 16-Urban Minor Arterial
- 17- Urban Collector
- 19- Urban Local

Average Daily Traffic (ADT):

Indicate the existing (or most current) ADT volume of the proposed location. The ADT is required to qualify as a Safety Index project.

If the proposed improvement is at an intersection, add the existing (or most current) ADT volumes approaching the intersection from all directions. The ADT is the combined traffic volume of all approaches to the intersection on an average day.

If the proposed improvement is not at an intersection, the ADT is the number of vehicles that use the section of roadway proposed for improvement in both directions on an average day.

Traffic Collision Information:

The information to be provided in the table is required to qualify as a Safety Index project.

Do not include unreported collisions since the evaluation formula has already been adjusted to account for this anomaly. Collision summary reports that corroborate the values must be attached to the application. Do not attach the law enforcement collision reports.

For spot improvements, collisions that occurred within 1/10 mile may be included.

For corridor or linear improvements, collisions that occurred within the corridor plus collisions that occurred within 1/10 mile of the ends of the project limits may be included.

For intersection improvements, collisions that occurred within 300 feet of the intersection in all directions may be used. If the distance to the nearest intersection is less than 600 feet, only those collisions that occurred from midblock may be used.

Time Period: The time period of the collision data provided. Data should be provided for at least the last three years.

Number of Collisions: The number of the collision occurrences (**not number of victims**) in the time period per three severities: Fatal, Injury and Property Damage Only (PDO).

Project Cost Estimate: See the Application Form.

Identification and Demonstration of Need: See the Application Form.

Potential for Proposed Improvement to Correct or Improve the Problem: See the Application Form.

Implementation Schedule: See the Application Form.

Application Signatures: See the Application Form.

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PROJECT STATUS REPORT**Due July 1 each year***(Required only if a construction contract has not been awarded by July 1.)*

Agency: _____ Date: _____

Project Number: _____ *(to be completed by Caltrans District)*Project Location: _____
_____Work Description: _____

Original Projected Award Date: _____

Current Projected Award Date: _____

If “current projected award date” is not within the same Federal Fiscal Year as the “original projected award date,” attach letter requesting a time extension. Justify the request.

Original Cost Estimate: _____

Current Cost Estimate: _____

Reason for difference (increase or decrease): _____

_____Other comments: _____

Prepared by: _____

E-mail: _____

Telephone: _____

Distribution: 1) Mail to DLAE by July 1 of each year.

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